

ILLEGIB

MESSAGE NO. [REDACTED]

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25X1

DATE: FEB 24 1956

25X1

TO : [REDACTED]

FROM : [REDACTED]

SUBJECT : General - Administrative/Personnel

25X1

Specific - Duties and Responsibilities of the Executive Officer
of [REDACTED]

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1. Since the organizational structure of [REDACTED] is somewhat out of the ordinary, I thought I had best express my thinking on this subject, especially with regard to the status and duties of [REDACTED] Executive Officer. You should not consider that these thoughts be applied to the letter but rather act as a means for your guidance in instructing the Executive Officer in his duties.

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2. Below I have outlined those duties and responsibilities which I believe are inherent in the position of [REDACTED] Executive Officer:

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a. Implements policies and orders of [REDACTED] Commanding Officer and assures compliance therewith.

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b. Maintains liaison with KUBARK field station and/or base. Coordinates necessary contact of other [REDACTED] personnel with such KUBARK field installations. Maintains appropriate records pertaining thereto.

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c. Maintains liaison with Host Government agencies. Coordinates necessary contact of other [REDACTED] personnel with Host Government agencies. Maintains appropriate records pertaining thereto.

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d. Advises [REDACTED] Commanding Officer of KUBARK policies, regulations, organizational structure, and support (Operational and Support) capabilities. Assists KWCACHE Commanding Officer with policy and procedural decisions affected by [REDACTED] regulations, notices and policies.

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e. Acts as Office of Record for [REDACTED] (Operational and Support plans, orders, release cables, etc.).

25X1 f. Coordinates Support activities (Administrative and Material) with Operational planning.

25X1 g. Reviews [REDACTED] organization and procedures and advises [REDACTED] Commanding Officer on proposed changes thereto.

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h. Performs such other duties as [REDACTED] Commanding Officer may direct.

3. Should you have any comments on the duties as outlined above, I would be glad to receive them.

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RICHARD M. BISSELL, JR.

cc: [REDACTED]

23 February 1956

Distribution:

25X1 O&I - [REDACTED]
3 - [REDACTED]
4 - RMB
5 - Ops
6 - Pers
7 - Base A file
8 - Admin
9 - Chrono
25X1 10 - Reading

FCS/DCI [REDACTED]

25X1

[REDACTED]
Originating Officer

JAMES A. CUNNINGHAM
Coordinating Officer

RICHARD M. BISSELL, JR.
Releasing Officer